



Runell J. King, Ph.D.
Director of Data, Assessment, & Accountability
6026 Paris Avenue
New Orleans, LA 70120
Office of the CEO

February 3, 2019

Mr. Michael Washington
Human Resource Director
5800 St. Roch Street
New Orleans, LA 70122

Dear Mr. Washington,

The purpose of this communication is to provide a detailed overview of the conversation that I held with Principal Brian Gibson on February 1, 2019 at approximately 3:05pm. Prior to calling Mr. Gibson, using Ms. Blouin-Williams' cell phone, I spoke with my immediate supervisor CEO-Ms. Blouin-Williams so that she would be informed of the situation. When speaking with Mr. Gibson, I communicated to him the noted grade changes identified by John F. Kennedy Data Manager Ms. Rachel Banks, which I reviewed with Ms. Banks and affirmed the changes in the PowerSchool Historical Grades system. In a routinely scheduled 1:1 with Ms. Banks, we spoke about the changes, specifically **Algebra III** (Dr. Love) and **Spanish I** (Ms. Hingle). Mr. Gibson stated that he was not aware of any changes that were made, and if changes did occur, it was approved without his consent. Noted in our conversation, Mr. Gibson stated that Dr. Payne executes all academic functions at John F. Kennedy, and that she would be the appropriate person to make the inquiry regarding changes in the PowerSchool system.

While speaking with Mr. Gibson, he made certain that he did not at any point instruct any of the administrative staff on his team to make grade changes—this he is sure of. In his attempt to recall prior conversations with his team, Mr. Gibson added that it was his understanding that the data manager ultimately managed all data inputs & changes, through the implemented grade change policy communicated by both the District Data Director and School Data Manager (Documented). I, affirmed Mr. Gibson. Additionally, Mr. Gibson acknowledged receipt of the email received on January 14, 2019 at 4:47 pm, and later communicated again on January 30, 2019 at 2:07pm (Also copied on the communication: Dr. Taisha Payne, Ms. Nicole Cooper, Ms. Kimberly Owens-Heath). As I spoke with Mr. Gibson, I informed him that following our phone call, I would immediately call PowerSchool and request assistance in identifying when the changes were made, and by whom.



Following our conversation, MS. BLOUIN-WILLIAMS attempted to speak with Mr. Gibson to assure him that the Director of Data would arrange to speak with PowerSchool Technical Support, and provide a response immediately following. Unfortunately, Mr. Gibson was no longer available, and ended the call. MS. BLOUIN-WILLIAMS attempted two unanswered phone calls to Principal Gibson within seconds of the initial phone conversation. While speaking with MS. BLOUIN-WILLIAMS about details related to the changes in the PowerSchool system, JFK's administrative team entered the room with what appeared to be the attempt to gain further information regarding findings in the PowerSchool Systems. Unprepared for the impromptu meeting, I quickly briefed MS. BLOUIN-WILLIAMS on what inquiries I would make with PowerSchool Support Team, and I was asked to step next door to complete the call.

At the conclusion of the meeting, I was asked to enter into the room and report the findings of the phone call with PowerSchool Technical Support. The findings yielded information that we were initially unaware of—in addition to unsupported grade(s) changes. While speaking with PowerSchool, the Support Agent prompted me to run a series of reports. The queries identified changes to **Quarter 2 Historical Grades** in PowerSchool, which do not align with the teachers' original published grade on the **January 16, 2019** report card, or the **Historical Grades Tab** in PowerSchool. The PowerSchool Agent confirmed that the weights that are assigned to John F. Kennedy in PowerSchool are aligned with the grading scale utilized by New Beginnings School Foundation. Therefore, the only alternative to this thought would be manual **Quarter 2** historical grade changes that were not previously stored in the PowerSchool roll book.

Requesting further investigation, I asked the PowerSchool Support Agent if there existed a query that would allow me to track the UserID associated with the grade change. The name associated with the grade change is an employee that is no longer employed within the NBSF organization—Former Data Manager—Roxanne Watts, in addition to updates from Assistant Principal—Ms. Nicole Cooper. There is no record of Ms. Cooper submitting a request for a grade change, nor is there plausible causes for Mrs Cooper to update grade changes absent the knowledge of the School Data Manager or District Data Director. Additionally, according to my knowledge, Ms. Watts retired in the month of **November**. Therefore, ethically, there should be no login activity under this USER ID. Further, upon onboarding the newly hired Data Manager, I **de-activated** Ms. Watts PowerSchool account on **December 20, 2019 at 6:55am**. Unfortunately, the findings of the query search yielded login activity associated with the **User ID: 3875** with the following Login Activity:



Login Date	Login Time	Logout Date
01/07/2019	11:06AM	01/07/2019
01/07/2019	12:25PM	01/07/2019
01/09/2019	8:54AM	01/09/2019
01/09/2019	12:25PM	01/09/2019
01/10/2019	3:29PM	01/10/2019
01/14/2019	1:17PM	01/14/2019
01/15/2019	8:56AM	01/15/2019

In addition to the above-mentioned concerns regarding Quarter 2 Historical grade changes, I'd like to include a chronology of communication regarding PowerSchool Access for JFK Administrators and Counselors. Thursday, January 10, 2019 at 2:38pm, I received an email from JFK Data Manager—Ms. Rachel Banks regarding PowerSchool access and privilege modifications for 16 employees. The list included a request from JFK's administration to immediately provide **FULL ACCESS** to the following administrators: Dr. Taisha Williams-Payne, Ms. Nicole Cooper (full access already provided), and Ms. Lauren Coleman. Full Access will allow individuals to navigate the PowerSchool system with zero limitations, including, but not limited to:

- Make Historical Grade Changes
- Alter Teacher/Student Schedules
- Create & Delete critical data
- Enrollment
- Attendance

In addition to the request were comments aside the employees name and role. Specifically, requests noted that Counselors Ms. Kimberly Owens-Heath and Ms. Ashlei Delarge. The note stated, "Should be given access to view but not to change grades or schedules or anything else". Professional School Counselors, in conjunction with the School Data Manager are the holders of all records related to students. Prior to making changes, I attempted to call Principal Gibson; however, I did not receive a response. The next business day, I emailed Chief of School Ms. Boudouin to inform her of the odd requests and to also schedule a meeting for further advisement. Friday January 11, 2019 at 10:45am, I met with Ms. Boudouin in regards to the requests. Ms. Boudouin advised that I speak with Principal Gibson regarding access. I spoke with Principal Gibson, and I was later referred to Dr. Payne. While speaking with Dr. Payne regarding her request and modification of PowerSchool privileges, Dr. Payne communicated to me the importance of the JFK's administrative goal to have all seniors grades audited and schedule aligned to satisfy TOPS graduation requirements. Following our meeting, at the request of the JFK Administration and the support of the Chief of Schools, **FULL ACCESS** was provided.



runell.king@nbsfnola.com